PRIESTLEY COLLEGE
WARRINGTON

# GO PRIESTLEY

Your one-stop guide to making a bright start at Priestley College

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# WELCOME

Congratulations on choosing Priestley College and securing your place at Enrolment. You will not regret your decision, just ask our returning or former students and they will tell you what a rewarding experience studying at Priestley has been for them.

No matter what course you have chosen, you have decided to continue your education so I am certain you have your own goals that you wish to achieve at college.

During your time at Priestley you will receive individual support from tutors who will help you monitor your own progress while also supporting your development.

Ultimately, our goal is to ensure you have a happy, successful time at college and secure the university place, apprenticeship or job that you aspire to after your time with us is complete.

Priestley is a modern, diverse and vibrant college where you will make lifelong friends and memories. You are very welcome and we look forward to seeing your development in the months ahead.

James Gresty, Principal

***Did you know?***
***Priestley College was established in 1979 to provide specialist post-16 education. The college was named after Joseph Priestley (1733-1804) who was associated with the Warrington Academy, one of the first advanced educational establishments in the country.***

* If any of the key information in Go Priestley has to change before you start at college we will of course let you know.

# TRAVELLING INTO COLLEGE

**Direct bus services**

Priestley works with Warrington's Own Buses and Selwyns Travel and currently provides free direct bus routes to college (see page 6).

For full details about the routes see the travel page on our website, www.priestley.ac.uk/travel/ which you can find under **THE COLLEGE** button at the top of the home page.

**Other services**

Buses run from across Warrington and surrounding areas to the Warrington Interchange and from there you can take another bus that stops along the Wilderspool Causeway near college or simply walk to the campus. Go to warringtonsownbuses.co.uk

**Bus passes**

- Touch & Go Cards are available to bursary students. It is the most economic way to travel into college if you are not served by one of our direct buses. For details, go to warringtonsownbuses.co.uk/touchandgo
- Arriva- Bus passes can be bought at reasonable prices at arrivabus.co.uk

All the above passes can also be used on weekends. Students must show a Priestley ID card when using their tickets / passes.

**Train services**

- From Frodsham, Runcorn, Newton-le-Willows, Wigan and Crewe arriving at Warrington Bank Quay.
- From Widnes, Birchwood and Manchester arriving at Warrington Central.

***Arriva:***
***Arriva also provide the following services, which may be of use. X30 Frodsham and Runcorn, 110 Halton and 360 Newton-le-Willows***

# OUR DIRECT BUSES

***Did you know?***
***You can apply for a Core Bursary or Mainstream Bursary to help with travel costs.***

# CYCLING AND DRIVING

We encourage sustainable travel and many of our students choose to cycle or walk to college.

To get an idea about some of the available cycling and walking routes go to priestley.ac.uk/travel

You are advised to leave your bicycle in the secure bike shelters located at the side of the Lewis Carroll building. This is only accessible with your college ID.

D locks are available to hire (please ask at Student Services for more details).

**Driving to college**

A number of students drive to college, but we have very limited parking available and are not permitted by the council to increase the number of spaces available for students.

Our student car park operates on a first come, first served basis and has 40 spaces. Once those spaces are taken an LED sign will notify students and they will then have to park elsewhere.

We would encourage students not to park in local streets and instead use the overspill car park at Loushers Lane Recreational Ground. A list of other available car parks that will allow students to leave their vehicles is available on the Travel page of our website.



# BRITISH/PRIESTLEY VALUES

**The rule of law**

Support & Discipline procedure, ID cards, IT user policy, behaviour policies, Code of Conduct

**Democracy**

Class reps, Student Council, surveys, Question Time, MP visits, voter registration days

**British/Priestley values**

At Priestley you will have the chance to take part in activities that promote 'British Values'. These can take place in tutorial sessions, but also across your subjects. They relate to the four fundamental values set out in the Government's Prevent Strategy.

**Individual liberty**

Social media, anti-bullying workshops and activities, Armistice Day

**Mutual respect**

Tolerance for those with different faiths and beliefs and for those without faith. Career and employment workshops, health and wellbeing, safeguarding, PREVENT, money management, student finance, equality and diversity committee, prayer room, cultural celebrations

# YOUR TIMETABLE

Your timetable is made up of a series of blocks and at Level 3 your timetable will be made up of at least four blocks. The maximum is six. One AS/A-Level = one block | Vocational Certificate = one block | Vocational Extended Diploma = three blocks | GCSE = one block | Extended Project / Core Maths = half a block | Extended Enrichment (eg Pre-Med / Duke of Edinburgh) = half a block | Sport Academies = half a block | T-Level = four blocks.

The college day finishes at 4. On Wednesday and Thursday, the day finishes at 3:30 to allow time for other activities with college buses leaving at 4:15 each day.

## A-Level

| | 9:00 | 10:30 | 11:30 | 12:30 | 1:00 | 2:00 | 3:00 | 3:30 |
|---|---|---|---|---|---|---|---|---|
| MON | History | Maths | | Lunch | Sociology | Law | Study Block | |
| TUE | | History | Law | Lunch | | Sociology | | |
| WED | Law | | Maths | Lunch | History | | | |
| THU | Maths | | Sociology | Lunch | Law | PDP (tutorial) | | Priestley Plus |
| FRI | Sociology | Priestley Plus | | Lunch | Maths | | History | |

## Vocational

| | 9:00 | 10:30 | 11:30 | 12:30 | 1:00 | 2:00 | 3:00 | 3:30 |
|---|---|---|---|---|---|---|---|---|
| MON | | Applied Science | | Lunch | Study Block | | Applied Science | |
| TUE | Applied Science | | EPQ | Lunch | PDP (tutorial) | | A-Level PE | |
| WED | | Applied Science | Applied Science | Lunch | | A-Level PE | | Priestley Plus |
| THU | Applied Science | A-Level PE | | Lunch | | | | Priestley Plus |
| FRI | | | A-Level PE | Lunch | Applied Science | Applied Science | | |

## T-Level Programme

Please note: T-Level students will be required to complete a work placement that might result in one day a week being spent in the workplace.

| | 9:00 | 10:30 | 11:30 | 12:30 | 1:00 | 2:00 | 3:00 | 3:30 |
|---|---|---|---|---|---|---|---|---|
| MON | | | Placement Day | | | | | |
| TUE | Health | | Health | Lunch | | Study Block | Health | |
| WED | Health | Health | | Lunch | Health | Health | | Priestley Plus |
| THU | | Health | | Lunch | Priestley Plus | Health | | |
| FRI | Health | Health | | Lunch | PDP (tutorial) | Health | | |

## Foundation Programme

These programmes are available for those with fewer than five GCSEs at Grade 4 or above, with an average GCSE score of 3 or more. You may be able to take the Higher Project Qualification if you already have a GCSE Grade 4 or above in English and Maths.

| | 9:00 | 10:30 | 11:30 | 12:30 | 1:00 | 2:00 | 3:00 | 3:30 |
|---|---|---|---|---|---|---|---|---|
| MON | | | Sport | Lunch | | GCSE English | GCSE Maths | |
| TUE | GCSE Maths | | | Lunch | Sport | | Sport | |
| WED | GCSE English | | PDP (tutorial) | Lunch | | Sport | | Priestley Plus |
| THU | | Sport | | Lunch | GCSE English | Sport | | Priestley Plus |
| FRI | | Sport | | Lunch | | GCSE Maths | | |

**Periods that are not timetabled should be used for independent study.**

# THINGS TO REMEMBER

**Student Services** will give advice on aspects of college life including timetables and travel. They are based in the Priestley Building near the Costello Theatre.

**What to bring** - pens/highlighters, pad of lined paper, ring binder/ dividers/and plastic wallets.

**To report an absence** call 01925 633591 or email studentabsences@priestley.ac.uk

**Attendance** - You should aim for 100% attendance and this is monitored daily. If attendance falls below the required levels you will become subject to the college's Support & Disciplinary Procedures. For our full approach to attendance and Student Absence Procedures go to priestley.ac.uk/attendance

**At college remember**

Be punctual. Attend every day, unless you are poorly. Absences will be followed up with parents.

Turn off mobile phones in class. Earphones or audio devices should not be worn in class without permission.

Plan for homework and give yourself deadlines. Progress Tutors, and our Study Support Team, can help you with revision skills or if you have a learning difficulty.

**Security** - Our Estates Team are always on site during the college day and will ensure the college is a safe environment for you.

**Art and Design** students will be given an introductory set of materials. To order a basic start-up kit see page 32.

**Google** - you will use your college Google account as a virtual learning environment to support your studies.

**Student Portal** allows you to see your timetable, attendance, upcoming exams and reports. Search REMs in the Apple App Store or Android Play Store. You will be given a log in when you start college.

**The Learning Resource Centre (LRC)**

Opening times - 8am to 6pm.

EXOP (evening study) is run by the Study Support Team from 4-6pm, Monday to Thursday, in term time.

Other areas in the LRC include the Study Base, silent study booths, Wellbeing Hub and the Careers Hub (upstairs).

Photocopying is also available, the cost is 5p per copy. See the Help Desk in the LRC.

**Check exam dates** - ensure they don't clash with other commitments.

**Sport / Priestley School of Performance** students may need to purchase some branded clothing.

**Holidays** - no holidays should be taken in term time. In exceptional circumstances this must be authorised by writing a letter (email) to the Principal at enquiries@priestley.ac.uk

**Part-time work** - we recommend you do no more than 10 hours a week and always prioritise college. Progress Tutors will discuss any major financial concerns you might have.

# BURSARIES

**16-18 Bursary**
If you are between 16 and 18-years-old on September 1 2024 you may be entitled to apply for support from either the National Bursary Scheme or the Priestley Education and Training Trust (PETT).

**Vulnerable Learner Bursary**
Available to young people in care, care leavers, those in receipt of Income Support, Universal Credit, Employment Support Allowance or Universal Credit together with Disability Living Allowance or Personal Independence Payments.

**Core Bursary and Free School Meals**
Available to students whose parents/carers receive one or more of the following and have an annual earned income of less than £25,000 (for the core bursary):

- Income Support
- Income-based Jobseekers' Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- Universal Credit benefit, with net earnings not exceeding the equivalent of £7,400 pa (example can be found on our website www.priestley.ac.uk of the Universal Credit monthly award notice. Your award notice can be found in your journal when you log in online to your UC account).

***Did you know?***
***Bursaries can be used for travel costs and equipment. For example, to pay for a relevant bus pass or an Art Kit.***

***Any questions: You can phone to speak in confidence to a member of our Student Services Team on 01925 633591 or email bursary@priestley.ac.uk***

**Mainstream Bursaries**
1) These bursaries are for students not eligible for a core bursary where their parents or carers have an annual income of less than £25,000.
2) Bursaries that are for those who face emergency short-term financial hardship.

**Priestley Education and Training Trust (PETT) Bursaries**
Priestley College formed a charity with the aim of supporting those in most need. If you are not eligible for one of the 16-18 bursaries you may be able to apply for a PETT bursary.

**19+ Discretionary Learner Support Fund**
This fund is for those students who will be 19 or older on 1 September 2024 who face significant financial hardship. This fund supports costs as listed above but can also be used to support costs for tuition and exam fees and / or child care.

***Other Sources of Financial Support***

**Child Benefit**
Parents can continue to claim Child Benefit until their child's 20th birthday if they stay in full-time education.

**Care to Learn**
Those students under the age of 20 can apply for financial support to cover childcare costs up to £160 per week through the Care to Learn scheme. Childcare must be provided by an OFSTED-registered childcare provider.

# KEEPING YOU SAFE

**Emergency evacuations and fire drills**
To ensure the safety of everyone on campus we will have drills to ensure you know where to go in an evacuation.

**Assembly Areas**

**Assembly Area 1**
(Main Car Park)
Anyone in the Crescent, Priestley, LRC and Lewis Carroll buildings.

**Assembly Area 2**
(next to the Arts Centre)
Anyone in the Arts Centre, Design Centre and Sports Centre.

Personal Emergency Evacuation Plans can be put together for anyone who has a disability – temporary or otherwise – which could result in problems for you or others in an emergency evacuation.

If you need First Aid ask a member of staff or report to a reception desk and a First Aider will be called.

Lockdown will be initiated if there is a threat to students and staff. The lockdown alarm will sound in short bursts rather than non-stop. If you hear this sound it means you should make your way to the nearest room with a member of staff in it.

Emergency services will be on their way.

***Note: Please speak to Teresa Cullen or Rachel Clarke if you need to set up a Personal Emergency Evacuation Plan.***

**Keeping you safe at all times**
We are committed to ensuring you are safe at all times. Our full health and safety policy can be viewed through the virtual learning environment.

Go to priestley.ac.uk/policies for the following:
- Safeguarding Policy
- Equality Policy
- Anti-bullying and Anti-Harassment Policy
- Support & Disciplinary Procedure

If you have any concerns speak to your Progress Tutor, Assistant Principal Mark Eccleston, Student Support Services or a Pastoral Head.

**Health-related sharps**
If you see any health-related sharps that have not been disposed of correctly, please report these immediately to the college receptions. Do not attempt to dispose of them yourself.

Health-related sharps should be disposed of in the designated Sharps Bin located in the Study Base in the Learning Resource Centre (LRC).

If you are unable to access the LRC please ensure used sharps are kept securely in a safe receptacle for appropriate disposal at home.

You must never discard any sharps in waste bins, toilets or any area of college.

***Note: Drugs, alcohol and gambling are prohibited on college premises and would result in gross misconduct and disciplinary action.***

# LEARNING SUPPORT BASE

The Learning Support Base is located on the ground floor of the Learning Resource Centre.

We offer study support that is tailored to your needs and aimed at supporting students at all levels. Support can range from structuring assignments to getting your ideas down on paper, or strategies to improve your spelling or help you to manage your deadlines or workload.

***Students with a healthcare issue***
***You can contact the Learning Support Team in the Support Base either at Enrolment or during the academic year so that a healthcare plan can be set up.***

For more information call in and speak to our Inclusion Manager, Rachel Clarke who will be happy to help, or ask your Progress Tutor to refer you.

**Careers and Work-Related Learning**
Students who want advice on career options can make an appointment with Ian Edge or Amy Heald. Interviews are available during the college day and appointments can be made in the Careers Hub (upstairs in the LRC) or through the Careers button on your Student menu.

Students can also access careers advice through their Personal Development Programme (PDP) throughout the year. All students will be given guidance on progression routes by their Progress Tutor.

All students will be given guidance for employment and apprenticeships. We deliver a range of apprenticeship application activities and events. We have lots of resources and further information on the careers noticeboard.

***Did you know?***
***The college has a counsellor and a wellbeing practitioner who can advise with mental health concerns. Appointments with our counsellor can be made via Student Services.***

# EQUALITY & DIVERSITY

Priestley students always tell us they feel safe and able to express themselves at college. One of the reasons for this is that we prioritise inclusivity of race, ethnicity, age, gender, gender reassignment, disability, sexual orientation, religion and belief. To this end we aim to:

# COLLEGE CHARTER

As a student at Priestley College, you may expect:

- Teaching of a high quality that is enjoyable and challenging
- Regular performance reviews where praise is given and targets set
- Facilities and equipment of a high standard
- Additional learning and personal support when needed
- A safe environment in which to study
- To be dealt with fairly and respectfully regardless of your age, ethnicity, gender, sexuality, disability or learning difficulty
- Appropriate work set and marked on a timely basis
- Opportunities to take part in enrichment activities
- An open and supportive culture where you can thrive
- Your opinions heard and responses given
- Impartial advice and guidance

For our detailed college charter and to read our student charter, go to priestley.ac.uk/college-charter

# EXAMS

**A guide to studying**
We will aim to inspire, challenge and support you throughout your time at college. However, your success ultimately depends on you and your willingness to learn.

It is important you recognise early the ways you work best and also how to organise your time.

You will be expected to plan your time, factoring in important dates and events during the academic year and use your time outside of lessons productively. Although you should stick to your plan, you also must be prepared to be flexible if you are to finish college with the best results possible.

Our exams page includes details about the process and study hints. Go to priestley.ac.uk/exams

**Exam fees**
Course, examination and assessment fees will be paid by Priestley as long as a full programme of tuition has been completed. We reserve the right to recover these fees from students who do not complete courses, or who fail to have satisfactory attendance and so cannot be expected to complete courses. Students who retake examinations in order to improve their grade will be expected to pay for the retake.

# SPORT PRIESTLEY

Priestley runs a number of sports academies open to all students across college. If you have any questions about the academies and how they run you can email the following tutors and coaches:

**Men's football**
Josh Greaves - j.greaves@priestley.ac.uk
**Futsal**
Paul Clark - p.clark@priestley.ac.uk
**Women's football**
Annie Ashurst - a.ashurst@priestley.ac.uk
**Netball**
Sam Nightingale - s.nightingale@priestley.ac.uk
**Basketball**
Michael Wilson - m.wilson2@priestley.ac.uk
**Rugby League (men's and women's)**
Ryan Cartledge - ryancartledge@warringtonwolvesfoundation.com

All sport students are required to purchase sports kit to wear during the academic year. We require students to wear the kit when participating in practicals and during volunteering events which are part of their course.

Wearing the kit at the events helps us to keep you safe. See page 31 for details on purchasing a kit.

# ENRICHMENT (PRIESTLEY PLUS)

priestley PLUS

For more details go to www.priestley.ac.uk/enrichment

Our enrichment activities come under the banner of Priestley Plus. Priestley Plus is an essential part of your college programme. All students are expected to take an extra-curricular activity that will enrich both your time at Priestley and your CV.

We also take suggestions from students about the kind of activities you would like to see included under Priestley Plus. Just email Chris Lee c.lee@priestley.ac.uk if you have any ideas.

Art Foundation Workshop, Art Workshop, Barclays Technical Innovation, Basketball, Beginners' German, Breathe, CHAOS All Male theatre, Computer Games Workshop, Creative Writing, Debating, Drum Lessons, Duke of Edinburgh Award, Engineering Gold Project, First Aid, Football, French conversation, French, German conversation, Graphic Design Workshop, Guitar Lessons, History Society, Jazz Club, Karate, Ladies' Football, Life Drawing, Maths for Physics, Netball, Oxygen Enrichment and many others.

*** Every student must take part in at least one enrichment during the academic year.**

# ACADEMIC EXCELLENCE

Priestley is a North West hub for OxNet - a programme run by the University of Oxford and Pembroke College aimed at making higher education more accessible.

***Did you know?***
***Typically more than 500 of each Year 2 cohort go to university, a high percentage of those secure places at Russell Group universities including Oxford and Cambridge.***

OxNet is unapologetically academic in its focus, and has had significant impact in the local communities in which it has worked since 2008. This happens through a rigorous academic programme featuring seminars (run at Priestley), and Easter and Summer conferences.

Oxford also has a relationship with TCAT which involves our Year 12 students accessing specialist STEM and languages support sessions, academic talks, experimental facilities and the latest research.

We are committed to inspiring and supporting students aiming to reach the UK's most competitive universities.

One of the ways we do that is through a series of enrichments including The Graduate, OxNet, Pre Med, Pre Law and other activities that have previously included the History Magazine, Japanese classes, Debating Society and a range of workshops across all faculty areas.

If you have any questions about how Priestley can help you secure your dream university place, please visit our website.

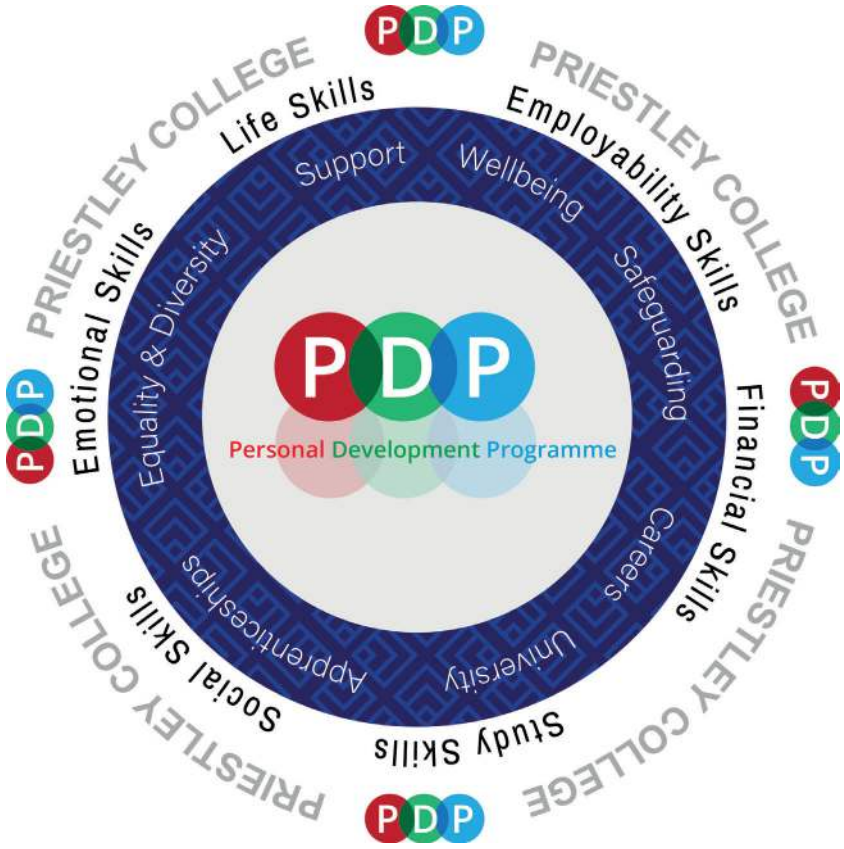
oxnet

# PERSONAL DEVELOPMENT

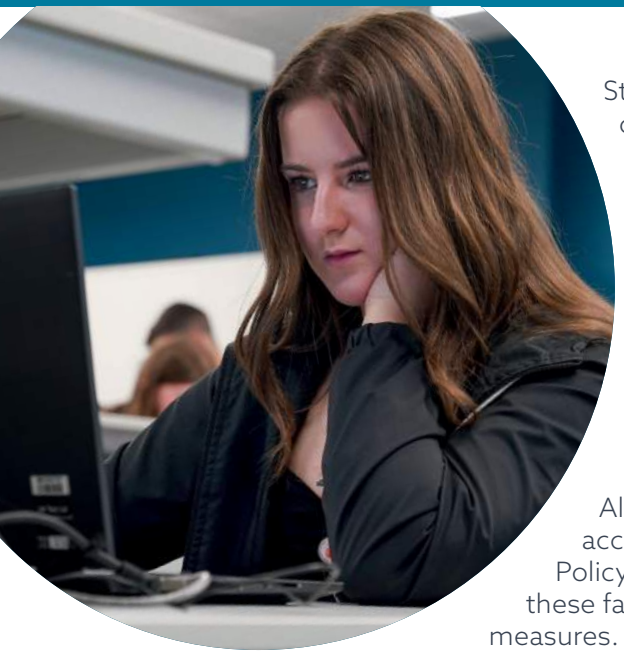
**Personal Development Programme (PDP)**
You will have one timetabled Personal Development Programme session a week, which will be led by a Progress Tutor. Attendance is compulsory.

A programme of activities and topics have been designed to develop your skills and attributes to ensure you are fully-equipped to make good progression during and after your time at Priestley. PDP forms an integral part of your study programme at Priestley.

You will develop all areas highlighted in the PDP programme below:



# PRIESTLEY CONNECT



Students have access to the computers around college and part of your induction process will involve learning how to use the network.

Available software includes word processing, graphics, databases and spreadsheets. If you have any difficulty with the network speak to the helpdesk upstairs in the LRC.

All students must read and accept the online Computer Usage Policy during induction. Abuse of these facilities may lead to disciplinary measures. All computers may be used to access the internet.

## NETWORK LOG-IN

The same username and password will be used across all college systems throughout your time at Priestley. You must log in at least once in college before you can access college systems from home.

## WORKING OUT YOUR USERNAME

You will have a student number which is printed on your college photo ID card. Your tutor can help if you can't find your ID number.

Your username is a combination of your initials and your college ID number: Harry Style's username for example might be hs00543210

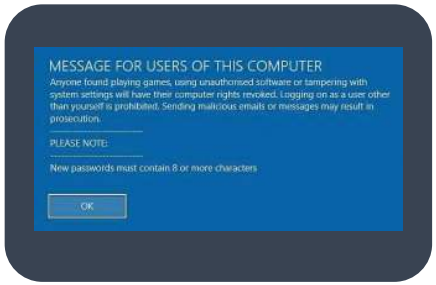
Usernames are always made up of two initials and eight letters.

**STAGE 1**

**1.1**

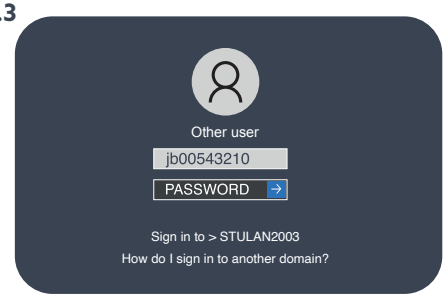
Go to a college PC and press enter to start logging in

**1.2**



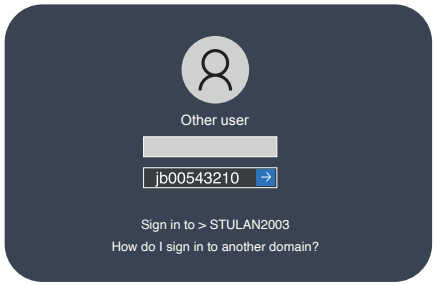

Click **OK** to accept the first agreement.

**1.3**



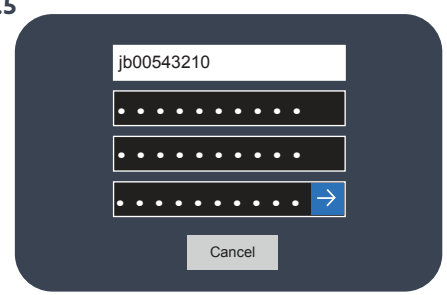

Enter your **USERNAME** in the first box
Remember: Initials followed by ID Number

**1.4**




The default password is the same as the username you just entered
***Type it once more very carefully***

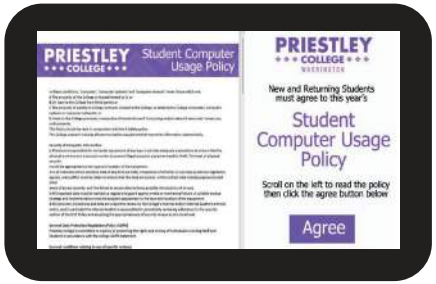
**1.5**




Set your own password in the bottom two boxes.
Eight characters minimum.
Must contain upper and lower case letters.
Must contain at least one number.
Must contain at least one symbol (except £ sign)
eg. **BlueSky88!**

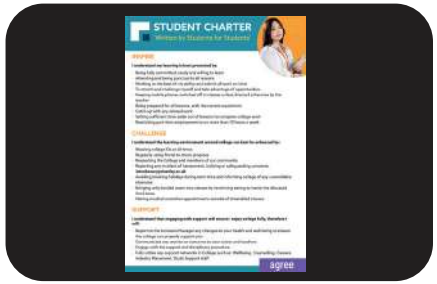
STAGE 2

2.1



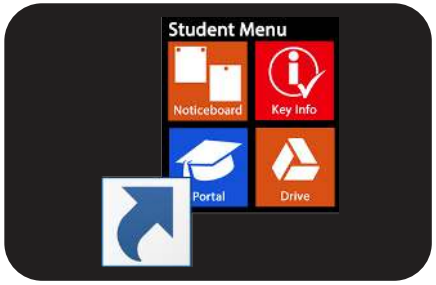

Read through the Computer Usage Policy, then click the orange button to **AGREE**

2.2




Read through the College Charter, then click the **AGREE** button again

2.3




Look on your desktop for the Student Menu link or find it from the Windows Start Menu, All Apps

2.4

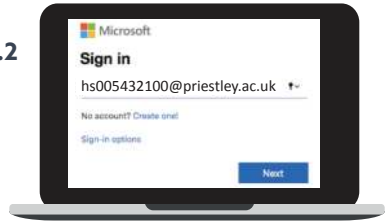
Clicking the link will open the Student Menu. Take some time to explore the different links and commonly used apps

STAGE 3

3.1

College uses Outlook365 for email, Click this button on the Student Menu and sign in or go to **www.outlook.com**

3.2




Your email address is:
**your username**
**followed by @priestley.ac.uk**
**Eg: hs00543210@priestley.ac.uk**

## SAME PASSWORD

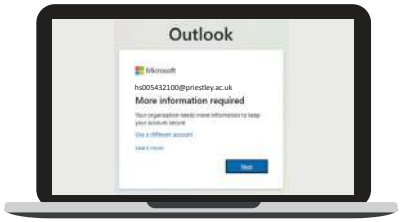
All passwords are synced across the college network as well as the Microsoft and Google accounts provided by college.

**Your password is the same one you created earlier for the college network:**

It's the one with the upper and lower case letters, at least one symbol and at least one number

3.3

3.4



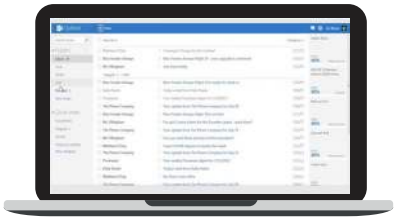

## MULTI-FACTOR AUTHENTICATION (MFA)

You must register a mobile number and personal email address to enable login when outside college. The "Microsoft Authenticator" App can also be used for MFA (download via the Apple or Google Play Stores).

## RESETTING YOUR OWN PASSWORD

Once you have registered for MFA you will be able to reset your own password if required.

3.5



## CHECK YOUR INBOX

College email is really important. It's the main method of communication between you and your teachers and it's how we will post all of the important info you will need as a student.

Please check your email everyday. The best way to do this is to add your email account to your phone.

## EMAIL ON YOUR DEVICES

On a smartphone, tablet or email client programme there should be an option to add a new account. **Most phones will have a wizard to add a new outlook account to the phone's built in email app.** You can also install the free Microsoft Outlook app from the relevant app store for your device if you want to.

STAGE 4

# GOOGLE DRIVE AND GOOGLE CLASSROOM

## Logging into Google products using your college email

Drive is a place to store documents and files in the cloud. It's the cloud equivalent of a "my docs" folder. You can also create Word documents, spreadsheets and presentations here.

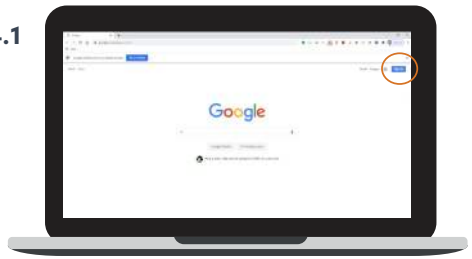
At Priestley College you will be expected to use Google Workspace to complete assignments for the majority of subjects and courses.

Classroom is part of Google Workspace and is the main tool used to support your learning at Priestley.

Teachers will post materials and set assignments for all of your classes here.

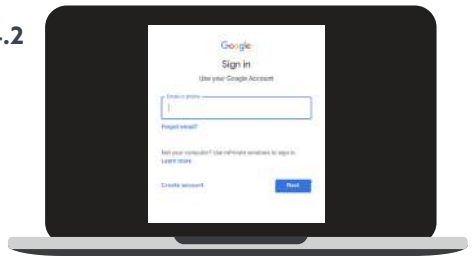
There is a task list, calendar and gradebook in Classroom to help with organising your studies.

**4.1**




Go to **google.com**
click on the blue **sign in** button

**4.2**




Enter your Priestley email address and password.

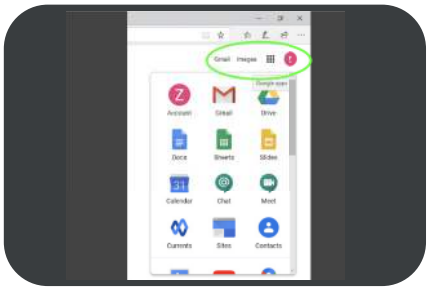
For example:
**hs00543210@priestley.ac.uk**

Make sure you have logged out of any personal gmail accounts if you are logging in at home

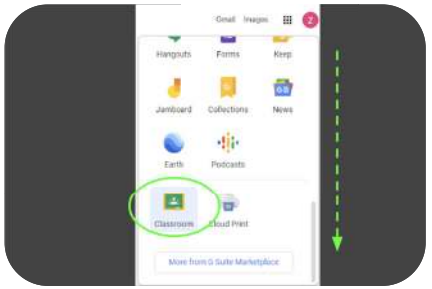
# THE GOOGLE GRID

In the top right-hand corner of the page you will see a coloured circle with your initial in the middle.

Clicking on the **GRID** icon will open the Google **APPS** menu.



# GOOGLE CLASSROOM



Scroll to the bottom of the google grid apps menu to find google classroom or go to **www.classroom.google.com**

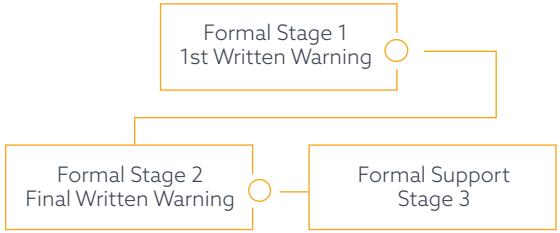
The home page will be blank to start. Click the + button to join your first class by entering the class-codes that your subject teachers will provide.

***PLEASE NOTE:***
***We use Outlook for email - not Gmail - so please make sure you download the Outlook app. This will mean you will have easy access to your emails and don't miss any college communications.***

# USEFUL INFORMATION

**Priestley's rules for all**
Priestley's rules are in place to ensure the general wellbeing of the college community so that all students develop good study habits. We expect all students to follow the college expectations of behaviour, attendance and commitment to study.

**Support & Disciplinary Procedure**
The Support & Disciplinary Procedure will be explained during induction and is used to support you as a student to achieve your very best.




Please follow the link to see the Support & Disciplinary process priestley.ac.uk/attendance

**Student Council**
If there is a matter you want to raise for discussion you should see your tutor group representatives. The council is a way to get your views heard by the college managers.

**ID cards**
Student ID cards **MUST BE WORN AT ALL TIMES.** This is for safeguarding purposes and so that you can access the campus and certain areas of college. It is also what you use for cashless catering. If you lose your ID Card you will need to buy a new one for £5 on Scopay.

**Printing credit**
You will automatically be allocated enough credit through the year to cover your coursework.

**Sport kit orders**
Here at Sport Priestley, we require all of our sport students to purchase and wear a 'Student T-Shirt' for all practical lessons. Our t-shirts can be purchased by going to kitking.co.uk/collections/priestley-college

You will need to click on 'view all' to select your size and personalise your item with your initials; then simply choose whether you want your item to be sent directly to college or sent to your home address for a small delivery fee.

Our kit provider also has a number of other Sport Priestley items you can purchase such as shorts, pants, hoodies and bags.

Please also be aware that if you trial for one of our Sports Academies, they may also want you to purchase additional specific team items from our kit provider and our Rugby League kit will be provided through Warrington Wolves not KitKing.

***Note: We strongly advise that you do not order your sports kits until your course choices are confirmed. If you plan to trial for a sports team, we recommend that you wait until trials have been completed and squads are finalised to ensure you aren't buying two bundles of kit.***

**Art start-up kits**
Students taking the following subjects will be required to purchase a basic start-up kit that can be paid for on Scopay.

| | |
|---|---|
| **Fine Art** | AS £56.88 |
| **Product Design** | AS £17.42 |
| **Architecture** | AS £25.18 |
| **Photography** | AS £5.76 |
| **Textiles** | AS £41.58 |
| **UAL Level 2 Art & Design** | £18.11 |

**Buying clothes for Priestley School of Performance**
If you are taking one of the subjects that are part of the Priestley School of Performance you will be expected to purchase some kit and should have received a letter about this.

**Cashless catering**
Food and drink can only be paid for in our cafes using the Cashless Catering system via a student ID card or by using a debit card. If a student has forgotten their ID card, cafe staff can bring up their account on the till checking they have the right person via the photo on the system.

***Note:***
***If you do not receive details about your Scopay account after enrolment please email finance@priestley.ac.uk stating your full name and ID number***

**Career Connect/ Work Experience**
Gaining work experience will be an important part of your time at Priestley and a crucial ingredient to the success of your progression. To make this process as smooth as possible the college uses Unifrog to manage and track work experience placements. Every student will download the free app which connects to the college's system which approves, risk assesses and monitors every placement.

You will be prepared for work experience within your classes, tutorials and have work-related learning and careers staff to help you every step of the way.

***Note: If you secure work experience you need to inform the Careers Team in the Learning Resource Centre.***

**Paying for start-up kits, trips and more**
We use Scopay so that students don't have to carry cash in college. Please download the Scopay app. Scopay should be used for:

- Trips
- Lockers
- Tickets
- Books and equipment, including Art start-up kits
- Topping up your balance for use in the cafe

We will email you instructions on how to set up a Scopay account. If you are paying for any equipment, you will need to show a copy of the receipt to your tutor or a technician.

More than one person can register to top up a student account. You can 'Report a problem to Priestley College' on the Scopay website or by calling Student Services on 01925 633591. Parents with more than one child at Priestley can link accounts for ease.

**Unifrog - Universal Progression Platform**

Unifrog is an award-winning online platform which helps students to make intelligent choices about their future, while allowing tutors to track their progress. You will learn more about Unifrog and how it benefits you at college during your PDP sessions.

**Visiting speakers/Universities/ Apprenticeships/Industry professionals**

High-profile, quality speakers visit college throughout the year to give lectures that enhance your experience and knowledge. Some are subject focussed while others offer general advice about securing university places.

UCAS: During the summer term of your first year you will be given advice and guidance on how to complete your university application. During the autumn term of your second year you will submit your application to UCAS. You will also be given advice and guidance around apprenticeships.

**Reviewing your progress**

You will have online access to your attendance statistics, performance criteria, formal reports and examination results/dates via Portal. Each half term you will be given performance criteria which reflect the progress you have made in each of your subjects/courses. During each half term in PDP you will set targets based on your subject performance monitoring grades.

**Google Classroom**

You are able to use the Virtual Learning Environment outside lessons to support your learning. You will have access to support materials as well as being able to contact your tutor via email, take online tests and assessments (in some cases with instant feedback) and take part in online discussions with other students.

**PDP Student Noticeboard**

You are able to use the virtual Student Noticeboard outside lessons (in college or at home or anywhere you have internet access) to support your learning. You will have access to support materials as well as being able to contact your tutor via email, take online tests and assessments (in some cases with instant feedback) and take part in online discussions with other students.

***Note: All students must read and accept the online Computer Usage Policy during induction, which sets out how we expect students to use our IT facilities.***

## Useful telephone numbers and contacts

**Al-Anon** (for friends and relatives of alcoholics) 020 7593 2070

**Beat Eating Disorders** (Over 18 years) 0808 801 0677 (Youthline) 0808 801 0711

**MIND** (information and help about mental illness) 01925 232751

**Health Information Service** 0800 665544

**Gay/Lesbian/Bisexual Support Group** (GLYSS) 01925 241994

**Kooth** (online counselling service) www.kooth.com

**NHS** 111

**NHS Direct** (24-hour helpline staffed by triage nurses) 0845 4647

**Non Emergency Police** 101

**National Debtline** 0808 8084000

**National Drugs Helpline** 0800 776600

**Samaritans** 08457 909090

**Papyrus** 01925 572444

**Rape Crisis Centre** 01925 245444

**Young Carers** 01925 633492

# WELLBEING

**The Wellbeing Team**
We're committed to supporting your wellbeing, which will help you reach your full potential during your time at college.

Your first line of support is your Progress Tutor who will also be a Mental Health First Aider. They will offer support, but also be able to refer you to our Wellbeing Team if required. They can offer:

- One-to-one appointments
- Signposting to internal and external mental health and wellbeing services as well as help accessing them
- Resources for self-help
- Same-day support
- One-to-one sessions to equip you with skills to deal with stress, low mood, managing emotions
- Confidential therapeutic counselling sessions to help you gain a deeper understanding of yourself and bring about effective change
- Support for students with disabilities

**Book an appointment**
Book an appointment via the online referral form on the Wellbeing page on our website. You can find this under the Support tab.

All of Priestley's progress tutors, pastoral heads, and the Wellbeing Team have completed relevant mental health training. At Priestley we hope you will always feel comfortable enough to ask for help.

***Note: We have a team of Mental Health First Aiders who can assess the most appropriate support for you. You can also train to become a Mental Health student ambassador.***

# SAFEGUARDING

**Our commitment**
We take your safety very seriously. Your tutor will go through a variety of safeguarding issues such as e-safety.

You can report any worries you may have by emailing us in confidence at letusknow@priestley.ac.uk

If you have any queries regarding safeguarding issues at college inform a member of the Safeguarding Team: Rachel Clarke, Mark Eccleston, Mark Edgington, Chris Lee, Anne White, Dan Martin, Rachel Edgington, Paul Mackinnon or Caroline Atkinson.

Rachel Clarke
Inclusion Manager
01925 633591
Ext 113

Mark Eccleston
Assistant Principal
Lead DSL
01925 633591

Mark Edgington
Deputy DSL
01925 633591
Ext 113

Chris Lee
Pastoral Head
01925 624469
Ext 113

Anne White
Pastoral Head
01925 624469
Ext 113

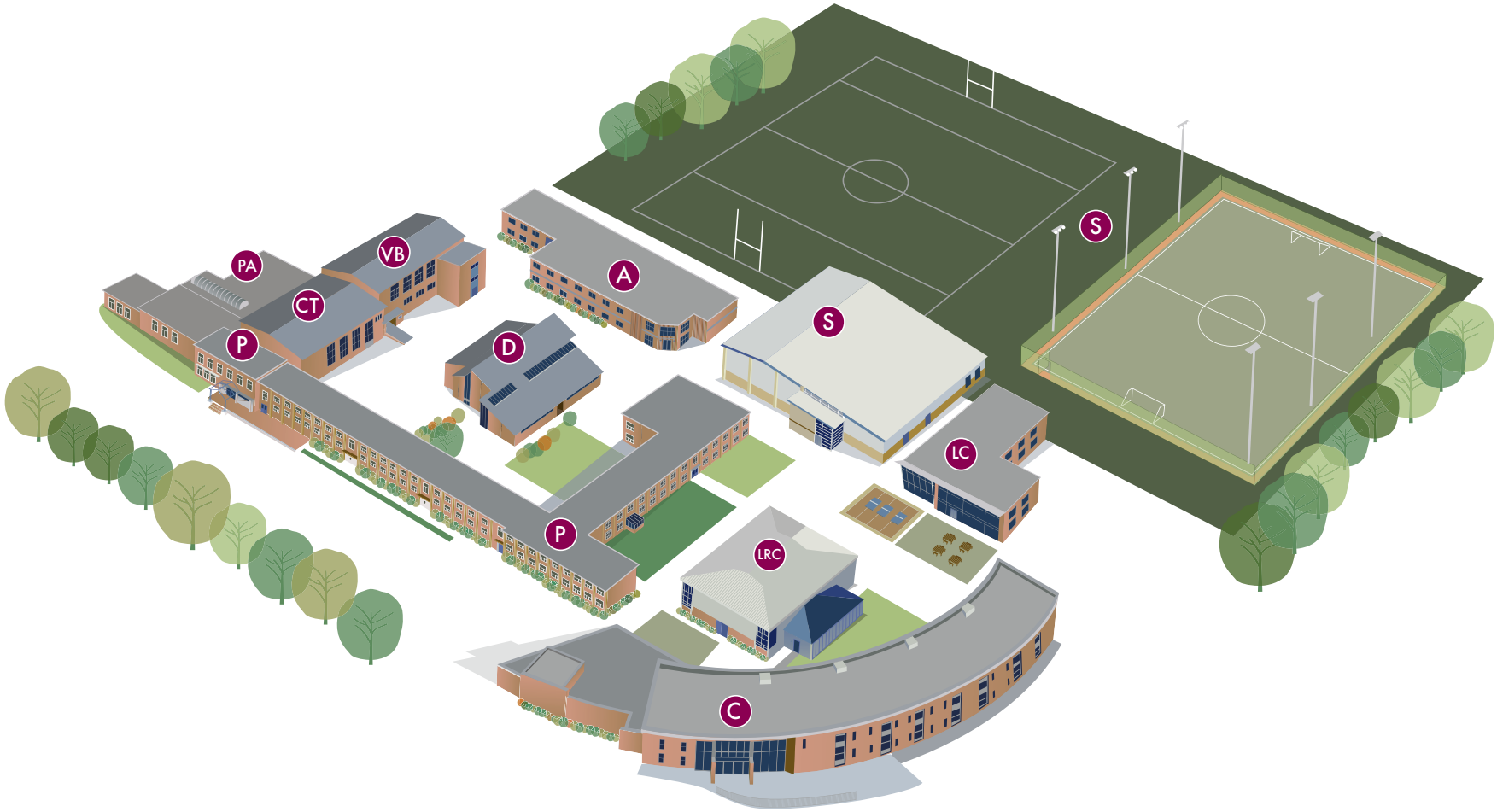
Dan Martin
Pastoral Head
01925 624469
Ext 113

Rachel Edgington
Pastoral Head
01925 624469
Ext 113

Paul Mackinnon
Pastoral Head
01925 624469
Ext 113

Caroline Atkinson
Wellbeing
Practitioner
01925 633591

# CAMPUS GUIDE




- C — CRESCENT BUILDING / MAIN RECEPTION
- P — PRIESTLEY BUILDING / PRIESTLEY RECEPTION
- CT — COSTELLO THEATRE
- LRC — LEARNING RESOURCE CENTRE
- LC — LEWIS CARROLL BUILDING
- S — SPORTS CENTRE / ALL WEATHER PITCH
- D — DESIGN CENTRE
- A — ARTS CENTRE
- PA — PERFORMING ARTS
- VB — VIOLA BEACH CAFE

PRIESTLEY COLLEGE WARRINGTON

## KEY DATES 2024/25

| | |
|---|---|
| **w/c 2 Sep** | Start of term |
| **Fri 18 Oct** | College closes at 4pm for half term |
| **Wed 30 Oct** | Classes resume |
| **Fri 20 Dec** | College closes at 4pm for Christmas |
| **Mon 6 Jan** | Classes resume |
| **Fri 14 Feb** | College closes at 4pm for half term |
| **Mon 24 Feb** | Classes resume |
| **Fri 4 Apr** | College closes at 4pm for Easter |
| **Tue 22 Apr** | Classes resume |
| **Fri 23 May** | College closes at 4pm for half term |
| **Mon 2 Jun** | Classes resume |
| **Thu 10 Jul** | End of term for students |

Loushers Lane, Warrington,
Cheshire, WA4 6RD

priestley.ac.uk
enquiries@priestley.ac.uk

01925 633591

To share your thoughts and feedback about the college, please email Teresa Cullen at t.cullen@priestley.ac.uk